

*DRAFT*

11 Feb 58

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Conversations with Non-CIA Persons Concerning  
Employees or Former Employees Seeking Outside Employment

1. As you know many requests from non-CIA persons for information and recommendations concerning employees or former employees who are seeking outside employment are received in the Agency. The Office of Personnel is responsible for releasing information on Agency personnel to persons outside CIA, except in cases where medical and security information is involved.

2. It is recognized that in order to give maximum assistance to individuals seeking outside employment former supervisors rather than the Office of Personnel should prepare these recommendations particularly in cases of senior employees and retired personnel. However, it is very important that supervisors determine prior to giving out any information whether there are any extenuating circumstances which must be considered in relation to the recommendations in question, and that *the advice* the Director of Personnel *be sought* ~~is advised~~ before any information is released.

3. I believe that all recommendations concerning employees or former employees, which will be used outside of CIA, should be centralized in the Office of Personnel to ensure consistency in the handling of such matters. Otherwise, unintentional confusion, creating situations which may not be helpful to the individual or conducive to good public relations for the Agency are bound to occur.

4. It is requested that you advise senior supervisors in your

*before they release it*  
offices and staffs to call me personally when they receive letters or telephone calls requesting recommendations on senior employees or former senior employees who are seeking employment. Immediate attention will be given to such matters so that the supervisor may expedite his reply to the prospective employer.

5. It is suggested that supervisors under your jurisdiction be directed to contact Chief, Employee Services, Office of Personnel, prior to giving out any information on junior employees who are leaving or have left the Agency. It is also requested that supervisors send copies of all recommendations to the Office of Personnel on junior employees which are sent out or will be used outside of the Agency. If such recommendations are made by telephone, a memorandum documenting the information given out should also be forwarded to the Office of Personnel.